

Job Title: Water and Wastewater Manager

Job Summary: This position performs highly responsible professional, administrative and technical work involved in the operations of the City's Water and Wastewater Treatment systems.

Major Duties:

- Supervises, trains and evaluates the performance of assigned staff; interviews and selects employees for hiring;
- Manages the general operations of the water and wastewater utilities, including overseeing financial management; ensuring compliance with regional and state regulations; prepares and administers the budget for the systems;
- Develops and implements goals, objectives, policies, and priorities; plans, directs, and reviews the construction, operation, and maintenance of water and wastewater treatment facilities;
- Presents reports and recommendations to the City Manager and City Council;
- Develops general procedures for control of utility activities;
- Coordinate utility activities with other City departments and with outside agencies;
- Assists in the field as necessary;
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of relevant federal, state and local codes and regulations;
- Knowledge of accounting and budgeting principles and procedures;
- Knowledge of the operations of municipal utility systems, including water and wastewater system operations;
- Knowledge of the materials, equipment, procedures and methods used in public utilities construction and maintenance activities;
- Knowledge of the occupational hazards and safety precautions necessary to the operation of heavy trucks and equipment;
- Knowledge of geography and streets of the City and of the location of underground utilities;
- Ability to organize and supervise the work of others;
- Ability to understand, interpret and carry out oral and written instructions;
- Ability to give clear verbal instructions to public utilities employees;
- Ability to understand and interpret diagrams and drawings of assigned projects;
- Ability to maintain records of daily work assignments and projects;
- Ability to establish and maintain effective working relationships with employees, other City staff and the general public.

Supervisory Controls: Work is assigned by the City Manager in terms of departmental goals and objectives. Work is reviewed through conferences and observation of the activities and financial status of the department for the nature and propriety of the final results.

Job Title: Water and Wastewater Manager (continued)

Guidelines: Guidelines include City codes and personnel management regulations, the operations and procedures manual for water and wastewater, the Metropolitan North Georgia Water Planning District plans and regulations, the Georgia Drinking Water Act and Georgia Clean Water Act. These guidelines require judgment, selection and interpretation in application.

Complexity: This position consists of a variety of tasks in planning, supervision and management. The need to project long-range revenues and expenses contributes to the complexity of the work.

Scope and Effect: The purpose of this position is to direct the overall operations of the City's water and wastewater facilities. Successful performance helps ensure the effective and efficient provision of these critical services and affects the image of the City.

Personal Contacts: Contacts are typically with builders, developers, government officials, engineers, employees of other utility departments, and the general public.

Purpose of Contacts: Contacts are typically to give or exchange information, resolve problems, negotiate or settle matters, provide services, and motivate personnel.

Physical Demands: The work is typically performed with the employee sitting at a desk with intermittent standing, walking, bending, crouching or stooping. The employee must occasionally lift light or heavy objects, climb ladders, use tools or equipment requiring a high degree of dexterity, and be able to distinguish between shades of color.

Work Environment: The work is typically performed in an office and outdoors while inspecting departmental work or building construction. The employee is exposed to human and animal waste products (excrement, fecal matter), noise, dust, dirt, grease, and machinery with moving parts, irritating chemicals, and occasional inclement weather. The work requires the use of protective devices such as gloves. Must be vaccinated for Hepatitis A+B and Tetanus.

Supervisory and Management Responsibility: This position has direct supervision over the Water and Wastewater Treatment facilities.

Minimum Qualifications:

High School Diploma, Bachelor's in Engineering or Environmental Science preferred. A minimum of six (6) years of progressively responsible utility and/or public works management experience; Possession of a State of Georgia Driver's License; Georgia Wastewater Treatment System Operator – Class I and a Georgia Water Treatment System Operator – Class III required.

Pay Grade(s): This position has a Pay Grade of 70 within the Pay Plan No. 701 of the City's Personnel Policy